
ADULT SERVICES TRAINING REQUIREMENTS

This manual item outlines training requirements for all adult services (AS) supervisors and workers. This includes core program training and in-service training hours.

AS Core Training Requirements

All **new** AS program managers, supervisors and workers **must complete** AS core training, provided by the Office of Workforce Development and Training (OWDT), within the first twelve (12) months they work in AS. The three AS program areas are:

- Adult community placement.
- Adult protective services.
- Independent living services.

Program managers must complete core training for all AS programs. Supervisors and workers must complete core training for all AS programs unless they work in a county where AS staff are specialized by program. If a supervisor or worker only works within one program and their duties do not overlap, they are only required to complete core training for their respective program(s).

In-Service Training Requirements

All AS supervisors and workers that have been in adult services for twelve (12) months must complete a minimum of **eight (8) in-service training hours** each calendar year beginning January 1, 2016. Staff should satisfy the eight-hour training requirement by November 30 of each calendar year. This will allow time at the end of each calendar year to accommodate unexpected absences, training cancellations, etc.

Note: New AS employee in-service training hour requirements begin on January 1 following their first twelve (12) months in AS.

Approved In-Service Training

Each employee and his/her manager or supervisor must identify training needs and include those in the employee's yearly employee performance review. Trainings, conferences, webinars, etc. that are provided by the MDHHS, local partners, other professionals

may be utilized to meet in-service training hours, if the subject(s) enhance staff's knowledge and skills in working with AS clients.

Note: Activities that do not count toward in-service training hours include:

- Routine staff meetings.
- Coursework completed toward a degree.
- Reading a book.
- Watching a movie.

Tracking In-Service Training Hours

Each AS manager and supervisor must track completion of in-service training requirements, for the employees they supervise, utilizing the OWDT, Learning Management System (LMS). Training on access and use of LMS is available on the OWDT website.

Note: AS staff must be profiled correctly on the Adult Services Comprehensive Assessment Program (ASCAP) for managers and supervisor to access their information on LMS.